

CONFIDENTIAL

25X1

30 January 1947

SUBJECT: Preparation of Reports

TO : [] **Special Agent in Charge**

Effective at once, it is requested that the following form be used as the face sheet for all reports submitted:

Investigative Report

Interim- Final- Supplemental
Nature of Investigation (One Star or Two Star)
Date of Report
(day dictated)

Title
(Subject's name and case number)

Period of Investigation
(Days by dates spent actually investigating
exclusive of dictation and preparing case for dictation)

Investigation made at
(Principal place of
investigation by city)

Report made by
(Agent conducting investigation)

Character of case
(Applicant, Bank-Check, etc.)

In those cases where a report covers investigation by more than one Agent, the Agent covering the major part of the investigation will be listed under "Report Made By" and that portion of the investigation conducted by another Agent will be prefaced by the remark, "The following investigation was conducted by Agent John Doe at Blank on (date)."

To facilitate a review of applicant case reports in this office, the following sub-headings should be used in the body of the report:

Employment Birth
Family Background
Education
Neighborhood
References

Developed References
~~Acquaintances~~
~~Employment~~
~~Military History~~
Credit Record
Police Record

The above list covers a minimum of the information necessary in the usual applicant investigation and such supplemental headings as are necessary may be added.

SSD - Field Admin.
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The concluding paragraph of the report will consist of a summation of the information contained therein. While Agents may continue, as in the past, to furnish helpful observations, no opinion should be expressed as to the desirability of hiring subject.

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Chief of Investigations